

**I. GENERAL INFORMATION**

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| <b>1. SOLICITATION NUMBER:</b>                           | SOL-306-17-000057   |
| <b>2. ISSUANCE DATE:</b>                                 | August 03, 2017   |
| <b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b> | August 16, 2017   |
| <b>4. POSITION TITLE:</b>                                | Senior Financial Management Specialist  |
| <b>5. MARKET VALUE:</b>                                  | GS-13 (\$74,584 - \$96,958)<br>In addition 35% post differential and 35% danger pay is currently authorized at this location. |
| <b>6. PERIOD OF PERFORMANCE:</b>                         | 13 months with an option for renewal  |
| <b>7. PLACE OF PERFORMANCE:</b>                          | USAID/Afghanistan   |
| <b>8. SOLICITATION OPEN TO:</b>                          | United States Personnel Service Contractor (USPSC)*; and<br>Third Country National Personnel Service Contractor (TCNPSC)      |
| <b>9. SECURITY LEVEL REQUIRED:</b>                       | Secret Level for USPSC/Moderate Risk Public Trust (MRPT) Level for TCNPSC   |

**10. STATEMENT OF DUTIES:****1. General Statement of Purpose of Contract:**

The position will be based at the United States Agency for International Development (USAID)/Afghanistan Headquarters Office at the U.S. Embassy in Kabul, Afghanistan and will be assigned to the Office of Financial Management (OFM). The USAID Controller's Office supports a wide-range of USG stability and development programs and activities throughout Afghanistan. USAID/Afghanistan manages an extremely complex portfolio of 105 awards with an approximate value of \$5 billion and a \$3.5 billion pipeline. This is not only the largest USAID program in the world, but it also represents the single largest bilateral assistance program in the 50-year history of the Agency. Adding to the complexity is the goal of providing 50 percent of the budgeted assistance through direct assistance mechanisms to the Government of the Islamic Republic of Afghanistan (GIROA).

USAID/Afghanistan operates in a complex interagency structure working closely with GIROA, the North Atlantic Treaty Organization (NATO), and international partners in a civilian-military effort to combat terrorism and re-establish security and stability in a country devastated by decades of war and misrule.

The incumbent as a representative of the USAID Controller will work directly with a broad range of United States Government (USG) officials in assisting to develop strategies, designing projects and activities, conducting monitoring and evaluation of programs, and providing assistance and advice to Government of the Islamic Republic of Afghanistan counterparts. The incumbent will collaborate with various USG officials and support direct

\* See Section III.1. for more information regarding USPSC employment eligibility

assistance programs within GIRoA, as well as direct assistance to Afghan civil society organizations, Non-Governmental Organizations (NGOs) and other multi-national partners. A key component of the duties and responsibilities will include providing direct capacity building support and technical assistance to GIRoA line Ministries, parastatal organizations, and USG implementing partners while conducting reviews and assessments of GIRoA activities and audits of all locally incurred costs by USG implementing partners. The incumbent will be expected to act as Assessment/Audit Mentor providing hands-on training and direction to USAID Cooperating Country National (CCN) staff and technical assistance to GIRoA Civil Service employees. The incumbent mentor duties will require the incumbent to work closely with a broad range of GIRoA counterparts including senior Ministry Officials in Kabul, Afghanistan. The incumbent will also coordinate with contracted assessment and audit teams and provide support and feedback to contractor teams. The incumbent will frequently travel to duty locations throughout Kabul to conduct fieldwork, meetings and capacity building sessions.

## **2. Statement of Duties to be Performed:**

1. The incumbent serves as a principal financial management advisor and if required serves as a team leader/mentor supporting Host Government on-budget assistance programs, financial audits and risk management for a team of eight (8) CCNs; provides uniform guidance and procedures for risk and financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID/Afghanistan assets.
2. The incumbent serves as an advisor to Senior USG officials and their staffs regarding the financial implications of existing or contemplated agreements; assures that financing and reporting procedures, which conform with USAID's financial and program reporting systems and with the requirements and limitations of U.S. Government and Cooperating country laws and regulations, are fully considered and set forth in Implementation Letters, grant projects, and contract agreements; evaluates the effectiveness of implementation of Host Government programs, based upon internal control reviews, analyses of accounting reports on the use of manpower, supplies, equipment, and facilities and alerts the Controller to problem areas.
3. The incumbent acts as the Senior USAID/Afghanistan technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation. The incumbent participates in the scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, and grantee financial transactions, and utilization of U.S., cooperating country, and third country funds, goods, and services with the budget of more than \$5 billion.
4. The incumbent will be providing mentoring, hands-on training, and direction to eight (8) USAID/Afghanistan CCNs and GIRoA Civil Service employees. The incumbent will also provide formal technical financial training to CCN and TCN staff, GIRA Civil Service employees and USAID/Afghanistan partners on topics including best practices related to audit, internal controls, and public financial management.

5. The incumbent manages administrative, operational, and program activities involved in advising on the accounting and internal control operations of the Host Government and implementing partner organizations. The incumbent conducts reviews, audits, assessments on government ministries, agencies, and parastatal, and issues written reports on the work performed; reviews, critiques, and revises audit reports and prepares transmittal letters for dissemination of audit reports within the Mission, Host Government, Contractors, and others as required by the assessment engagements. The incumbent designs all Mission Assessment, Review and Risk Mitigation audit programs; oversees the financial audit of program funds (more than \$1 billion) and assessment work conducted by Controller Office and Host Government partner teams; Ensures that all work-papers and assessment test documentation supports the summary audit report recommendations issued. The incumbent develops internal policies and procedures governing the status, execution, and conduct of audit and assessment programs; accomplishes work related to the conceptualization, design, documentation, and/or management of centrally administered financial and program audit/assessment projects. Programs/projects may be targeted toward a specific entity/situation, or they may be targeted to a specific development problem. The incumbent develops concept papers, project authorizations, and project amendments, in line with Agency regulations and guidance.

### **3. USAID Consultation or Orientation**

The selected applicant must proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

### **4. Supervisory Relationship**

The incumbent will be expected to work independently with minimal supervision under the Financial Management Officer. The incumbent performs assignments independently, referring difficult questions to the Division Chief or, in the case of technical questions, to the Cognizant Technical Officer. Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with policy and USAID procedures.

### **5. Supervisory Controls**

Supervision is not a regular part of the job though the incumbent will mentor CCNs and may be assigned to familiarize newly assigned personnel with the work of the Division. The incumbent will be leading a diverse team of up to 8 CCN staff during design reviews, assessments and audits/reviews of host government entities and other implementing partners.

**11. PHYSICAL DEMANDS:** The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

### **12. POINT OF CONTACT:**

All applications must be submitted electronically by e-mail with the subject line:

**SOL-306-17-000057-Senior Financial Management Specialist to:**

**[kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)**

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview. Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **EDUCATION:** A Bachelor's degree in Accounting or other relevant major is required. Relevant degrees may include: business administration, management, finance, economics, or public administration and policy. (Educational requirements must be met at the time of application for the subject position).
- b) **WORK EXPERIENCE:** 7 (seven) years of progressively responsible experience in audit, financial, risk management is required. The prior work experience should include knowledge in public financial management (PFM) and audit arena at the equivalent organizational level of a "Senior Auditor" or higher management position within a Certified Public Accounting firm. (Work experience requirements must be met at the time of application for the subject position).

## **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference

check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to attain a Secret security clearance;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

## **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 - 1000 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

### **FACTOR #1:**

Outline the strategic planning, management and analytical skills that you demonstrated in developing and executing Public Financial Management risk assessment scope of work, field work and reporting.

**FACTOR #2:**

Describe the communication skills you used to design a host country government capacity building project.

**FACTOR #3:**

Outline the strategic planning, management and analytical skills that you demonstrated in developing and executing financial audit management plan.

**3. BASIS OF RATING**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

**Evaluation Factors**

Factor #1 (20 points)  
Factor #2 (20 points)  
Factor #3 (30 points)

Interview Performance 30 points

Interview questions will revolve around the candidate's propensity to:

- Design and execute Public Financial Management risk assessments.
- Oversee the management and quality of financial audits.
- Design and implement local solutions capacity building projects.

Total Possible Points: 100

**IV. APPLYING**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: [www.usaid.gov/sites/default/files/documents/1866/a302-3.doc](http://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc)
2. A current curriculum vitae (CV) or résumé.
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for meeting the minimum requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

### **1. BENEFITS:**

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

### **2. ALLOWANCES (When Eligibility Requirements are Met)\*:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

**VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendix D applies for USPSC and AIDAR Appendix J applies for TCNPSC, this information can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.